

GENERAL GOVERNMENT

GENERAL GOVERNMENT
VILLAGE BOARD

Goal/Responsibility:

- The Village Board is a 7-person board responsible for all operations of the Village. Their vision statement is "Weston will continue to be a welcoming, safe and dynamic community, embracing the cultural and educational opportunities that an increasingly diverse population offers. Weston will seek to continually improve and make the community strong by fostering public trust and confidence in our government. Weston will encourage community characterized by a spirit of openness and fairness that encourages individuals to participate publicly and prosper personally. Weston will maintain a high quality of life through careful stewardship of all of our many resources".

- The Board accomplishes this by holding neighborhood meetings, directing staff, and enacting legislation to assist staff.

Budget Summary

	2012	2013	2014	2015
	ACTUAL	ESTIMATE	PROPOSED BUDGET	FINANCIAL PLAN
Village Board				
Personal Services	\$37,697	\$37,735	\$37,790	\$37,800
Contractual Services	0	0	0	0
Supplies & Materials	7,198	5,715	9,120	9,170
Capital Outlay	0	250	0	0
Totals	\$44,895	\$43,700	\$46,910	\$46,970

VILLAGE OF WESTON
2014 OPERATING BUDGET
(and 2015 FINANCIAL PLAN)

ACCOUNT #	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 Y-T-D (at 10/31/13)	2013 ESTIMATE	2013 BUDGET	2014 DEPT. REQUEST	2014 PROPOSED BUDGET	2014 BUDGET CHANGE	2015 FINANCIAL PLAN
VILLAGE BOARD									
	<u>Personal Services/Wages-Fringe Benefits</u>	37,697	31,397	37,735	37,605	37,790	37,790	185	37,800
						Percent Budget Change		0.49%	0.03%
	<u>All Other Categories</u>	7,198	4,079	5,965	8,115	9,120	9,120	1,005	9,170
						Percent Budget Change		12.38%	0.55%
	<u>TOTAL VILLAGE BOARD</u>	<u>44,895</u>	<u>35,476</u>	<u>43,700</u>	<u>45,720</u>	<u>46,910</u>	<u>46,910</u>	<u>1,190</u>	<u>46,970</u>
						Percent Budget Change		2.60%	0.13%

**VILLAGE OF WESTON
2014 OPERATING BUDGET REQUEST
AND 2015 FINANCIAL PLAN
SUPPLEMENTARY DETAIL SHEET
FOR STAFFING AND SALARIES**

Department/Office: Village Board	Budget: Village President & Trustees/ Board Retreat
Program: General Government	Submitted by: Loren White

POSITION TITLE	STAFFING						SALARIES & WAGES			
	2013 Current		2014 Prop. Budget		2015 Financial Plan		Approved Budget For 2013	Current Estimate For 2013	Proposed Budget For 2014	Financial Plan For 2015
	Monthly Salary/ Hourly Rate	No.	Monthly Salary/ Hourly Rate	No.	Monthly Salary/ Hourly Rate	No.				
ELECTED										
Village President	\$500	1	\$500	1	\$500	1	\$6,000	\$6,000	\$6,000	\$6,000
Village Trustees	400	6	400	6	400	6	28,800	28,800	28,800	28,800
TOTAL	XXX	7	XXX	7	XXX	7	\$34,800	\$34,800	\$34,800	\$34,800

**VILLAGE OF WESTON
2014 OPERATING BUDGET REQUEST
SUPPLEMENTARY DETAIL WORKSHEET FOR
GENERAL EXPENSE & CAPITAL OUTLAY**

Department/Office: Village Board	Budget: Village President & Trustees
Program: General Government	Submitted by: Loren White

Object Code No.	Description and Justification	Detail Amounts Within Object	Total of Object Code
311	<u>Postage & Box Rental</u> – Weston surveys will be mailed out to a sample of Weston residents in 2014, to monitor taxpayer preferences of Village services. A similar survey was successfully conducted in 2013 with helpful results for the Village Board and Village staff.		\$1,400
324	<u>Municipality/Membership Dues</u> League of Wisconsin Municipalities Marathon County Metro Planning Organization (MPO) – Planning Fees United Way/Life Project South Area Municipalities Business Association (SABA) Miscellaneous/Other Organizations Wausau Convention & Visitor's Bureau – moved to Room Tax Fund since 2005 Wausau Chamber of Commerce – moved to Room Tax Fund since 2005	\$3,485 1,250 350 100 265 0 0	5,450
325	<u>Conferences/Registration Fees – Village President</u> <u>Conferences/Registration Fees – Village Trustees</u> Provide opportunities for the elected President and Trustees to attend conferences/meetings sponsored by the League of Wisconsin Municipalities and other organizations listed above, of which the Village is a member.		250 150
334/336	<u>Commercial Travel Expenses/Lodging – Village President</u> <u>Commercial Travel Expenses/Lodging – Village Trustees</u> Travel expenses associated with attendance to the above-mentioned conferences/meetings.		500 100
335	<u>Meeting Expenses – Village President</u> <u>Meeting Expenses – Village Trustees</u> <u>Meeting Expenses – Municipality Dues</u> Expenses related to the Village hosting meetings for the South Area Municipalities and other meetings held at the Weston Municipal Center.		60 150 100

**VILLAGE OF WESTON
2014 OPERATING BUDGET
(and 2015 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 Y-T-D (at 10/31/13)	2013 ESTIMATE	2013 BUDGET	2014 DEPT. REQUEST	2014 PROPOSED BUDGET	2014 BUDGET CHANGE	2015 FINANCIAL PLAN
VILLAGE BOARD									
BOARD PRESIDENT (51100)									
110	Salaries	6,000	5,200	6,000	6,000	6,000	6,000		6,000
151	Social Security	459	397	459	460	460	460		460
156	Worker's Comp. Ins.	17	0	16	15	20	20		20
172	Employee Awards	138	159	160	0	160	160		160
	Personal Services	6,614	5,756	6,635	6,475	6,640	6,640	165	6,640
225	Telephone	0	0	0	0	0	0		0
	Contractual Services	0	0	0	0	0	0	0	0
310	Office Supplies	0	35	35	50	50	50		50
312	Outside Printing	40	8	10	45	50	50		50
322	Subscriptions/Books	0	0	0	0	0	0		0
325	Conferences/Regis. Fees	0	20	20	250	250	250		250
334	Commercial Travel Expenses	0	0	0	250	250	250		250
335	Meeting Expenses	0	10	20	60	60	60		60
336	Lodging	0	0	0	250	250	250		250
399	Misc. Other Expenses	63	0	0	0	0	0		0
	Supplies & Materials	103	73	85	905	910	910	5	910
	BOARD PRESIDENT	6,717	5,829	6,720	7,380	7,550	7,550	170	7,550
BOARD TRUSTEES (51101)									
110	Salaries	28,800	23,800	28,800	28,800	28,800	28,800		28,800
151	Social Security	2,203	1,821	2,204	2,205	2,204	2,204		2,204
156	Worker's Comp. Ins.	80	0	76	75	96	96		101
157	Education/Training	0	20	20	50	50	50		55
172	Employee Awards	0	0	0	0	0	0		0
	Personal Services	31,083	25,641	31,100	31,130	31,150	31,150	20	31,160
290	Purchased Services	0	0	0	100	0	0		0
	Contractual Services	0	0	0	100	0	0	(100)	0
310	Office Supplies	60	44	95	350	200	200		200
311	Postage & Box Rental	0	1,225	1,225	1,400	1,400	1,400		1,400
312	Outside Printing	10	0	0	60	60	60		60
322	Subscriptions/Books	0	0	0	0	0	0		0
325	Conferences/Regis. Fees	0	30	30	150	150	150		150
334	Commercial Travel Expenses	0	0	0	100	100	100		100
335	Meeting Expenses	0	0	0	150	150	150		150
390	All Other Supplies	35	30	100	100	100	100		100
399	Misc. Other Expenses	26	0	0	0	0	0		0
	Supplies & Materials	131	1,329	1,450	2,310	2,160	2,160	(150)	2,160
721	Contributions to Other Organiz.	0	0	0	0	0	0		0
	Other	0	0	0	0	0	0	0	0
809	Cap Equip - Computer Equip	0	249	250	0	0	0		0
	Capital Outlay	0	249	250	0	0	0	0	0
	BOARD TRUSTEES	31,214	27,219	32,800	33,540	33,310	33,310	(230)	33,320
MUNICIPALITY DUES (51109)									
324	Membership Dues	6,482	2,348	4,000	4,200	5,450	5,450		5,500
326	Advertising	0	0	0	0	0	0		0
335	Meeting Expenses	0	0	100	100	100	100		100
390	Other Supplies - All Other	0	0	0	0	0	0		0
	Supplies & Materials	6,482	2,348	4,100	4,300	5,550	5,550	1,250	5,600
	MUNICIPALITY DUES	6,482	2,348	4,100	4,300	5,550	5,550	1,250	5,600
BOARD RETREAT (51102)									
288	Speaker Expenses	0	0	0	0	0	0		0
	Contractual Services	0	0	0	0	0	0	0	0
335	Meeting Expenses	482	80	80	500	500	500		500
	Supplies & Materials	482	80	80	500	500	500	0	500
	BOARD RETREAT	482	80	80	500	500	500	0	500
VILLAGE BOARD		44,895	35,476	43,700	45,720	46,910	46,910	1,190	46,970
								Percent Budget Change	2.60%
									0.13%

VILLAGE OF WESTON
2014 OPERATING BUDGET
(and 2015 FINANCIAL PLAN)

ACCOUNT #	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 Y-T-D (at 10/31/13)	2013 ESTIMATE	2013 AMENDED BUDGET	2014 DEPT. REQUEST	2014 PROPOSED BUDGET	2014 BUDGET CHANGE	2015 FINANCIAL PLAN
GENERAL GOV'T COMMITTEES									
	<u>Personal Services/Wages-Fringe Benefits</u>	3,593	152	3,361	3,630	3,790	3,790	160	3,785
						Percent Budget Change		4.41%	-0.13%
	<u>All Other Categories</u>	197	171	189	250	260	260	10	275
						Percent Budget Change		4.00%	5.77%
	<u>TOTAL GENERAL GOV'T COMMITTEES</u>	<u>3,790</u>	<u>323</u>	<u>3,550</u>	<u>3,880</u>	<u>4,050</u>	<u>4,050</u>	<u>170</u>	<u>4,060</u>
						Percent Budget Change		4.38%	0.25%

**VILLAGE OF WESTON
2014 OPERATING BUDGET
(and 2015 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 Y-T-D (at 10/31/13)	2013 ESTIMATE	2013 AMENDED BUDGET	2014 DEPT. REQUEST	2014 PROPOSED BUDGET	2014 BUDGET CHANGE	2015 FINANCIAL PLAN
GENERAL GOVERNMENT COMMITTEES									
<u>BUILDING & GROUNDS COMMITTEE (51110)</u>									
105	Salaries-Committee Members	0	0	0	0	0	0		0
136	Meeting Pay-Clerical Staff	0	0	0	0	0	0		0
151	Social Security	0	0	0	0	0	0		0
152	Wisconsin Retirement	0	0	0	0	0	0		0
154	Health/Dental Insurance	0	0	0	0	0	0		0
155	Life Insurance	0	0	0	0	0	0		0
156	Worker's Comp. Ins.	0	0	0	0	0	0		0
167	Post Employment Health/Disability	0	0	0	0	0	0		0
	Personal Services	0	0	0	0	0	0	0	0
	BLDG./GROUNDS COMMITTEE	0	0	0	0	0	0	0	0
<u>BOARD OF REVIEW (51160)</u>									
157	Education/Training	0	0	0	25	25	25		25
	Personal Services	0	0	0	25	25	25	0	25
321	Publication Notices	113	87	90	125	125	125		130
335	Meeting Expenses	74	84	85	75	85	85		85
	Supplies & Materials	187	171	175	200	210	210	10	215
	BOARD OF REVIEW	187	171	175	225	235	235	10	240
<u>FINANCE COMMITTEE (51560)</u>									
105	Salaries-Committee Members	1,440	0	1,440	1,440	1,440	1,440		1,440
136	Meeting Pay-Clerical	339	40	40	40	0	0		0
151	Social Security	132	3	113	105	110	110		110
152	Wisconsin Retirement	20	2	3	5	0	0		0
154	Health/Dental Insurance	182	0	0	0	0	0		0
155	Life Insurance	2	0	0	0	0	0		0
156	Worker's Comp. Ins.	5	0	4	5	5	5		5
167	Post Employment Health/Disability	5	1	1	5	0	0		0
	Personal Services	2,125	46	1,601	1,600	1,555	1,555	(45)	1,555
310	Office Supplies	10	0	14	10	10	10		10
311	Postage	0	0	0	40	40	40		50
335	Meeting Expenses	0	0	0	0	0	0		0
	Supplies & Materials	10	0	14	50	50	50	0	60
	FINANCE COMMITTEE	2,135	46	1,615	1,650	1,605	1,605	(45)	1,615
<u>PERSONNEL COMMITTEE (51120)</u>									
105	Salaries-Committee Members	1,360	0	1,440	1,520	1,440	1,440		1,440
136	Meeting Pay-Clerical	0	80	160	280	480	480		480
151	Social Security	104	6	122	138	147	147		147
152	Wisconsin Retirement	0	6	11	20	34	34		34
154	Health/Dental Insurance	0	13	21	40	100	100		94
155	Life Insurance	0	0	0	0	0	0		0
156	Worker's Comp. Ins.	4	0	4	5	6	6		7
167	Post Employment Health/Disability	0	1	2	2	3	3		3
	Personal Services	1,468	106	1,760	2,005	2,210	2,210	205	2,205
310	Office Supplies	0	0	0	0	0	0		0
	Supplies & Materials	0	0	0	0	0	0	0	0
	PERSONNEL COMMITTEE	1,468	106	1,760	2,005	2,210	2,210	205	2,205
GENERAL GOV'T COMMITTEES		3,790	323	3,550	3,880	4,050	4,050	170	4,060
								Percent Budget Change	4.38%
									0.25%

- Includes 2013 Budget Adjustment

GENERAL GOVERNMENT VILLAGE ADMINISTRATION

Goal/Responsibility:

The Village Administrator manages the overall programs & operations of the Village of Weston in a fiscally responsible manner under the direction of the seven member, elected Village Board. Program creation is based on fitness for use within the Village of Weston and implementation (operation) of such programs must have a minimal budget effect or offsetting revenue streams to maintain a stable property tax levy. Administrator duties include strategic planning, budget oversight, development of policies & procedures for Board consideration, staffing & training, and continuous improvement in day-to-day operations. The Administrator also serves as the Chief Economic Development Officer, Parliamentarian and chief grant writer for the Village. The Administrator serves as the Managing Editor of the Focus – The Village of Weston's newsletter.

Budget Summary

	2012 ACTUAL	2013 ESTIMATE	2014 PROPOSED BUDGET	2015 FINANCIAL PLAN
Administrator				
Personal Services	\$54,097	\$95,320	\$90,090	\$91,560
Contractual Services	2,545	13,400	13,900	13,900
Supplies & Materials	9,326	9,925	11,300	11,500
Capital Outlay	1,726	35	0	0
Totals	\$67,694	\$118,680	\$115,290	\$116,960

	2012 Positions (FTE)	2013 Positions (FTE)	2014 Positions (FTE)	2015 Positions (FTE)
Administrator	0.63	0.65	1.03	1.06

VILLAGE OF WESTON
2014 OPERATING BUDGET
(and 2015 FINANCIAL PLAN)

ACCOUNT #	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 Y-T-D (at 9/30/13)	2013 ESTIMATE	2013 BUDGET	2014 DEPT. REQUEST	2014 PROPOSED BUDGET	2014 BUDGET CHANGE	2015 FINANCIAL PLAN
ADMINISTRATOR									
	<u>Personal Services/Wages & Fringe Benefit</u>	54,097	68,106	95,320	86,100	90,090	90,090	3,990	91,560
						Percent Budget Change		4.63%	1.63%
	<u>All Other Categories</u>	13,597	12,926	23,360	33,750	25,200	25,200	(8,550)	25,400
						Percent Budget Change		-25.33%	0.79%
	<u>TOTAL ADMINISTRATOR</u>	<u>67,694</u>	<u>81,032</u>	<u>118,680</u>	<u>119,850</u>	<u>115,290</u>	<u>115,290</u>	<u>(4,560)</u>	<u>116,960</u>
						Percent Budget Change		-3.80%	1.45%

**VILLAGE OF WESTON
2014 OPERATING BUDGET REQUEST
AND 2015 FINANCIAL PLAN
SUPPLEMENTARY DETAIL SHEET
FOR STAFFING AND SALARIES**

Department/Office: Administrator	Budget: Administrator
Program: General Government	Submitted by: Daniel Guild

POSITION TITLE	STAFFING						SALARIES & WAGES			
	2013 Current		2014 Proposed Budget		2015 Financial Plan					
	Monthly Salary/ Hourly Rate	No.	Monthly Salary/ Hourly Rate	No.	Monthly Salary/ Hourly Rate	No.	Approved Budget for 2013	Current Estimate for 2013	Proposed Budget for 2014	Financial Plan for 2015
<u>FULL TIME</u>										
Administrator (90%-Village, 5%-Water, 5%-Sewer)	\$7,083	1.00	\$7,083	1.00	\$7,083	1.00	\$85,330	\$85,325	\$85,330	\$85,330
Admin. Assistant	--	-	15.47/Hr.	0.38	15.47/Hr.	0.41	11,110	0	12,350	13,280
Subtotal		1.00		1.38		1.41	96,440	85,325	97,680	98,610
<u>TEMPORARY / CASUAL</u>										
Intern (1,752 hours)	12.50 / Hr.	-	--	-	--	-	0	21,900	0	0
<u>OTHER COMPENSATION</u>										
Longevity Pay	--	-	--	-	--	-	0	0	0	0
Subtotal before Wage Distribution to Utility & TIF Funds		1.00		1.38		1.41	96,440	107,225	97,680	98,610
Less: Wages to Water/ Sewer Utility Funds		-0.10		-0.10		-0.10	-8,540	-8,530	-8,530	-8,530
Less: Wages to TIF Funds		-0.25		-0.25		-0.25	-21,330	-21,330	-21,330	-21,330
TOTAL	XXX	0.65	XXX	1.03	XXX	1.06	\$66,570	\$77,365	\$67,820	\$68,750

**VILLAGE OF WESTON
2014 OPERATING BUDGET REQUEST
SUPPLEMENTARY DETAIL WORKSHEET FOR
GENERAL EXPENSE & CAPITAL OUTLAY**

Object Code No.	Description and Justification	Detail Amounts Within Object	Total of Object Code
290	Outside Contracted Services - Follow-up Wage & Compensation Study analysis in 2014, Citizen Survey in 2014, and other miscellaneous contracted services.	\$12,000	\$12,000

**VILLAGE OF WESTON
2014 OPERATING BUDGET
(and 2015 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 Y-T-D (at 9/30/13)	2013 ESTIMATE	2013 BUDGET	2014 DEPT. REQUEST	2014 PROPOSED BUDGET	2014 BUDGET CHANGE	2015 FINANCIAL PLAN
ADMINISTRATOR									
OPERATIONS (51410)									
101	Salaries - Regular	30,845	40,369	55,465	55,460	55,470	55,470		55,470
110	Salaries - Interim Administrator	5,000	0	0	0	0	0		0
120	Hourly Wages	0	0	0	11,110	12,350	12,350		13,280
125	Temporary Wages	4,375	14,720	21,900	0	0	0		0
133	Longevity Pay	0	0	0	0	0	0		0
151	Social Security	2,713	3,998	5,919	5,090	5,186	5,186		5,258
152	Wisconsin Retirement	2,090	2,812	4,280	4,425	4,745	4,745		4,813
154	Health/Dental Insurance	6,852	5,918	8,098	9,795	12,166	12,166		12,546
155	Life Insurance	36	36	51	60	61	61		72
156	Worker's Comp. Ins.	112	0	204	175	218	218		231
157	Education/Training	275	0	0	0	0	0		0
164	Employee Health Tests	0	0	20	25	25	25		25
167	Post Employee Health/Disability	200	253	338	515	424	424		430
171	Moving Allowance	2,500	0	0	0	0	0		0
172	Employee Awards	150	0	100	500	500	500		500
199	Less: Recycling Wages/Fringes	(1,051)	0	(1,055)	(1,055)	(1,055)	(1,055)		(1,065)
	Personal Services	54,097	68,106	95,320	86,100	90,090	90,090	3,990	91,560
225	Telephone	955	921	1,400	1,400	1,400	1,400		1,400
241	Repairs/Maint.-Motor Vehicles	825	0	500	500	500	500		500
249	Sundry Repairs	0	0	0	0	0	0		0
290	Outside Contracted Services	765	7,192	11,500	20,000	12,000	12,000		12,000
	Contractual Services	2,545	8,113	13,400	21,900	13,900	13,900	(8,000)	13,900
310	Office Supplies	968	401	500	200	350	350		350
311	Postage	0	0	25	50	50	50		50
312	Outside Printing	51	0	50	100	100	100		100
314	Small Equipment	330	164	200	200	200	200		200
322	Subscriptions-News/Periodicals	237	844	950	300	500	500		500
324	Membership Dues	2,120	1,228	2,200	2,200	2,200	2,200		2,200
325	Conferences/Regis. Fees	814	590	600	600	600	600		600
326	Advertising	0	0	0	0	0	0		0
334	Commercial Travel Expenses	164	111	200	700	700	700		700
335	Meeting Expenses	720	376	750	750	750	750		750
336	Lodging	521	381	600	1,000	1,000	1,000		1,000
351	Maint. Supplies-Gasoline	397	408	600	1,400	1,400	1,400		1,400
352	Maint. Supplies-Motor Vehicles	0	275	300	300	300	300		300
390	Other Supplies/Expenses	123	0	0	0	0	0		0
	Supplies & Materials	6,445	4,778	6,975	7,800	8,150	8,150	350	8,150
809	Capital Equip. - Computer Equip.	1,726	35	35	0	0	0		0
	Capital Outlay	1,726	35	35	0	0	0	0	0
	OPERATIONS	64,813	81,032	115,730	115,800	112,140	112,140	(3,660)	113,610
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VILLAGE NEWSLETTER (51415)									
311	Postage	1,220	0	1,250	1,350	1,350	1,350		1,450
312	Outside Printing	1,661	0	1,700	2,700	1,800	1,800		1,900
	Supplies & Materials	2,881	0	2,950	4,050	3,150	3,150	(900)	3,350
	VILLAGE NEWSLETTER	2,881	0	2,950	4,050	3,150	3,150	(900)	3,350
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ADMINISTRATOR		67,694	81,032	118,680	119,850	115,290	115,290	(4,560)	116,960
								Percent Budget Change	1.45%

GENERAL GOVERNMENT
CLERK'S OFFICE

Goal/Responsibility:

- The Village Clerk administers licensing for businesses in the Village making sure all businesses comply with State regulations and Village ordinances. The clerk's office organizes all voter registration and elections for the citizens and is responsible for tallying results and reporting to the appropriate agencies.
- The Clerk's office also performs the Human Resource function for the Village. Payroll is processed every two weeks for regular employees and once a month for the paid on call public safety employees. The Clerk also manages employee retirement, medical, dental, and life insurance programs.

Budget Summary

	2012 ACTUAL	2013 ESTIMATE	2014 PROPOSED BUDGET	2015 FINANCIAL PLAN
Clerk's Office				
Personal Services	\$ 173,808	\$ 155,225	\$ 152,775	\$ 137,530
Contractual Services	7,190	5,000	5,000	5,025
Supplies & Materials	11,652	5,835	14,545	8,285
Capital Outlay	0	0	0	0
Totals	\$ 192,650	\$ 166,060	\$ 172,320	\$ 150,840

	2012 Positions (FTE)	2013 Positions (FTE)	2014 Positions (FTE)	2015 Positions (FTE)
Clerk's office	2.53	2.40	2.28	2.17

**VILLAGE OF WESTON
2014 OPERATING BUDGET
(and 2015 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 Y-T-D (at 10/31/13)	2013 ESTIMATE	2013 BUDGET	2014 DEPT. REQUEST	2014 PROPOSED BUDGET	2014 BUDGET CHANGE	2015 FINANCIAL PLAN
CLERK'S OFFICE /									
	<u>Personal Services/Wages-Fringe Benefits</u>	138,825	125,609	147,700	151,470	118,740	118,740	(32,730)	125,750
								Percent Budget Change	5.90%
	<u>All Other Categories + Education/Training</u>	5,676	6,427	7,055	8,100	10,965	10,965	2,865	8,910
								Percent Budget Change	-18.74%
	<u>TOTAL CLERK'S OFFICE</u>	<u>144,501</u>	<u>132,036</u>	<u>154,755</u>	<u>159,570</u>	<u>129,705</u>	<u>129,705</u>	<u>(29,865)</u>	<u>134,660</u>
								Percent Budget Change	3.82%
<hr/>									
HUMAN RESOURCES / ELECTIONS									
	<u>Personal Services/Wages-Fringe Benefits</u>	34,983	5,939	7,325	11,815	33,835	33,835	22,020	11,580
								Percent Budget Change	-65.78%
	<u>All Other Categories + Education/Training</u>	13,166	1,144	3,980	4,275	8,780	8,780	4,505	4,600
								Percent Budget Change	-47.61%
	<u>TOTAL HUMAN RESOURCES / ELECTIONS</u>	<u>48,149</u>	<u>7,083</u>	<u>11,305</u>	<u>16,090</u>	<u>42,615</u>	<u>42,615</u>	<u>26,525</u>	<u>16,180</u>
								Percent Budget Change	-62.03%
<hr/>									
COMBINED - GRAND TOTALS									
	<u>Personal Services/Wages-Fringe Benefits</u>	173,808	131,548	155,025	163,285	152,575	152,575	(10,710)	137,330
								Percent Budget Change	-9.99%
	<u>All Other Categories + Education/Training</u>	18,842	7,571	11,035	12,375	19,745	19,745	7,370	13,510
								Percent Budget Change	-31.58%
	<u>COMBINED - GRAND TOTALS</u>	<u>192,650</u>	<u>139,119</u>	<u>166,060</u>	<u>175,660</u>	<u>172,320</u>	<u>172,320</u>	<u>(3,340)</u>	<u>150,840</u>
								Percent Budget Change	-12.47%

VILLAGE OF WESTON
2014 OPERATING BUDGET REQUEST
AND 2015 FINANCIAL PLAN
SUPPLEMENTARY DETAIL SHEET
FOR STAFFING AND SALARIES

Department/Office: Clerk's Office/ Human Resources	Budget: Clerk's Office/Elections
Program: General Government	Submitted by: Sherry Weinkauff

POSITION TITLE	STAFFING						SALARIES & WAGES			
	2013 Current		2014 Proposed Budget		2015 Financial Plan		Approved Budget for 2013	Current Estimate for 2013	Proposed Budget for 2014	Financial Plan for 2015
	Monthly Salary/ Hourly Rate	No.	Monthly Salary/ Hourly Rate	No.	Monthly Salary/ Hourly Rate	No.				
<u>FULL TIME</u>										
Village Clerk/Human Resource Director	\$4,822	1.00	\$4,822	1.00	\$4,822	1.00	\$58,090	\$58,090	\$58,090	\$58,090
Admin. Assistant (Shared with Comm Devel & Utilities)	18.00/Hr.	0.17	18.00/Hr.	0.14	18.00/Hr.	0.14	6,660	6,335	5,400	5,400
Receptionist/ Office Specialist II	15.47/Hr.	0.77	15.47/Hr.	0.93	15.47/Hr.	0.93	26,640	29,980	30,045	30,045
Utility Clerk (Shared with Utilities)	20.85/Hr.	0.01	20.85/Hr.	0.01	20.85/Hr.	0.01	520	290	460	460
Program Assistant (Shared with Com Dev. & Administrator)	15.47/Hr.	-	15.47/Hr.	0.05	15.47/Hr.	0.02	12,380	235	1,545	620
Program Assistant (Utilities & Bldg. Insp.)	15.47/Hr.	0.38	15.47/Hr.	0.24	15.47/Hr.	0.20	3,710	12,380	7,890	6,340
Clerk (for Dec. - Feb.) (Shared with Finance, Parks, & Streets)	19.70/Hr.	0.07	19.70/Hr.	0.06	19.70/Hr.	0.02	4,260	2,780	2,660	690
Subtotal		2.40		2.43		2.32	112,260	110,090	106,090	101,645
<u>OTHER COMPENSATION</u>										
Overtime (2013-2015: 0 estimated hours)							0	0	0	0
Longevity Pay							720	0	0	0
Meeting Pay - Asst. Clerk							0	90	0	0
<u>TEMPORARY</u>										
Election Poll Workers (2013: 2 elections) (2014: 4 elections) (2015: 2 elections)							4,000	3,180	12,940	3,680
Less: Admin. Wages to 3 Utility Funds		0.00		-0.15		-0.15	0	0	-8,715	-8,715
TOTAL	XXX	2.40	XXX	2.28	XXX	2.17	\$116,980	\$113,360	\$110,315	\$96,610

**VILLAGE OF WESTON
2014 OPERATING BUDGET
(and 2015 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 Y-T-D (at 10/31/13)	2013 ESTIMATE	2013 BUDGET	2014 DEPT. REQUEST	2014 PROPOSED BUDGET	2014 BUDGET CHANGE	2015 FINANCIAL PLAN
CLERK'S OFFICE / HUMAN RESOURCES									
CLERK'S OFFICE (51420)									
110	Salaries	58,313	47,407	58,090	58,090	49,380	49,380		49,380
120	Hourly Wages	39,659	43,828	50,330	51,070	35,200	35,200		39,840
122	Overtime Wages	70	0	0	0	0	0		0
125	Temporary Wages	0	0	0	0	0	0		0
126	Temporary Wages - Overtime	0	0	0	0	0	0		0
133	Longevity Pay	597	0	0	720	0	0		0
136	Meeting Pay - Clerical	40	88	90	0	0	0		0
151	Social Security	7,149	6,674	8,301	8,410	6,470	6,470		6,826
152	Wisconsin Retirement	5,816	6,091	7,216	7,310	5,921	5,921		6,245
154	Health/Dental Insurance	27,346	20,250	23,422	25,500	22,298	22,298		23,930
155	Life Insurance	138	148	219	240	146	146		154
156	Worker's Comp. Ins.	274	0	285	290	276	276		307
157	Education/Training	0	20	200	200	200	200		200
164	Employee Health Tests	0	0	0	20	0	0		0
167	Post Employee Health/Disability	1,119	1,123	1,227	1,300	529	529		558
199	Less: Recycling Wages/Fringes	(1,696)	0	(1,480)	(1,480)	(1,480)	(1,480)		(1,490)
	Personal Services	138,825	125,629	147,900	151,670	118,940	118,940	(32,730)	125,950
225	Telephone	41	31	50	40	50	50		50
290	Outside Contracted Services - background checks	2,345	2,296	2,350	2,300	2,350	2,350		2,375
	Contractual Services	2,386	2,327	2,400	2,340	2,400	2,400	60	2,425
310	Office Supplies	28	220	250	100	250	250		300
311	Postage	200	176	200	425	225	225		225
312	Outside Printing	55	30	30	0	40	40		40
314	Small Equipment	0	0	0	0	0	0		0
321	Publication Notices	1,832	1,224	1,300	3,000	3,000	3,000		3,000
324	Membership Dues	225	275	275	275	300	300		300
325	Conferences/Regis. Fees	240	824	850	660	2,050	2,050		870
334	Commercial Travel Expenses	99	50	150	200	200	200		200
336	Lodging	611	1,224	1,340	900	2,300	2,300		1,350
351	Repairs/Maint/Gasoline	0	57	60	0	0	0		0
	Supplies & Materials	3,290	4,080	4,455	5,560	8,365	8,365	2,805	6,285
	CLERK'S OFFICE	144,501	132,036	154,755	159,570	129,705	129,705	(29,865)	134,660

**VILLAGE OF WESTON
2014 OPERATING BUDGET
(and 2015 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 Y-T-D (at 10/31/13)	2013 ESTIMATE	2013 BUDGET	2014 DEPT. REQUEST	2014 PROPOSED BUDGET	2014 BUDGET CHANGE	2015 FINANCIAL PLAN
PERSONNEL / HUMAN RESOURCES (51430)									
156	Worker's Comp. Ins.	0	91,454	0	0	0	0		0
156	Worker's Comp. Ins.-other depts.	0	(91,454)	0	0	0	0		0
157	Education & Training	0	0	0	250	150	150		150
158	Unemployment Comp.	501	0	1,000	1,500	1,500	1,500		1,500
	-new fee passed on by state								
163	Cafeteria Plan/Employee Benefits	894	819	1,000	2,000	1,200	1,200		1,200
	Personal Services	1,395	819	2,000	3,750	2,850	2,850	(900)	2,850
212	Legal Fees	86	0	0	0	0	0		0
225	Telephone	0	0	0	0	0	0		0
290	Purchased Services	0	0	0	0	0	0		0
	Contractual Services	86	0	0	0	0	0	0	0
323	Subscriptions-Tax/Law/Other	0	24	25	50	50	50		50
324	Membership Dues/HR Consulting	0	0	0	0	0	0		0
397	Less: 5% Administrator Adjustment	0	0	0	0	0	0		0
	Supplies & Materials	0	24	25	50	50	50	0	50
	PERSONNEL / HUMAN RES.	1,481	843	2,025	3,800	2,900	2,900	(900)	2,900
ELECTIONS (51440)									
110	Salaries	176	0	0	0	0	0		0
120	Hourly Wages	13,144	1,468	1,670	3,100	12,795	12,795		3,710
122	Overtime Wages	0	0	0	0	0	0		0
125	Temporary Wages-Regular	15,706	3,204	3,180	4,000	12,940	12,940		3,680
151	Social Security	976	113	128	240	979	979		284
152	Wisconsin Retirement	786	98	111	205	896	896		260
154	Health/Dental Insurance	2,495	214	199	450	3,189	3,189		742
155	Life Insurance	21	1	2	5	22	22		4
156	Worker's Comp. Ins.	80	0	14	20	84	84		27
167	Post Employee Health/Disability	204	22	21	45	80	80		23
	Personal Services	33,588	5,120	5,325	8,065	30,985	30,985	22,920	8,730
242	Repairs/Maint.-Mach./Equipment	4,718	0	2,600	2,600	2,600	2,600		2,600
	Contractual Services	4,718	0	2,600	2,600	2,600	2,600	0	2,600
310	Office Supplies	1,955	517	520	700	2,000	2,000		1,000
311	Postage	2,269	149	150	250	2,300	2,300		250
312	Outside Printing	2,984	335	335	275	1,120	1,120		400
314	Small Equipment	380	0	0	0	0	0		0
321	Publication Notices	774	119	350	400	710	710		300
	Supplies & Materials	8,362	1,120	1,355	1,625	6,130	6,130	4,505	1,950
	ELECTIONS	46,668	6,240	9,280	12,290	39,715	39,715	27,425	13,280
CLERK'S OFFICE / HUMAN RESOURCES / ELECTIONS									
		192,650	139,119	166,060	175,660	172,320	172,320	(3,340)	150,840
						Percent Budget Change		-1.90%	-12.47%

GENERAL GOVERNMENT FINANCE

Goal/Responsibility:

-The Finance Director has control over the Village fiscal operations. The Finance Department maintains the financial systems for all Village funds. The Department prepares various Village budgets, including operating and 5-year capital improvements program budgets. Reports are handed out to the Village Board and Finance Committee every month so they know where the Village is from a budget status perspective and a financial position.

- When the Village needs to borrow money, the Finance Department works with the financial advisor and sees the process through. At year-end, the Department works and directs the independent audit process and submits the necessary reports to the State agencies.

- In the months of December and January, the Department is responsible for the collection of the local property taxes. The Department works with various banks and ensures that all money is collected and properly invested until it distributes the funds to the various taxing jurisdictions.

Budget Summary

	2012 ACTUAL	2013 ESTIMATE	2014 PROPOSED BUDGET	2015 FINANCIAL PLAN
Finance				
Personal Services	\$ 159,832	\$ 150,635	\$ 130,415	\$ 129,855
Contractual Services	11,695	8,895	9,220	9,220
Supplies & Materials	10,442	11,820	13,785	13,785
Capital Outlay	0	0	0	0
Totals	\$ 181,969	\$ 171,350	\$ 153,420	\$ 152,860

	2012 ACTUAL	2013 ESTIMATE	2014 PROPOSED BUDGET	2015 FINANCIAL PLAN
Risk Management				
Personal Services	\$ 830	\$ 850	\$ 870	\$ 890
Contractual Services	56,248	59,970	66,580	72,980
Totals	\$ 57,078	\$ 60,820	\$ 67,450	\$ 73,870

	2012 Positions (FTE)	2013 Positions (FTE)	2014 Positions (FTE)	2015 Positions (FTE)
Finance	2.43	2.18	1.85	1.85

VILLAGE OF WESTON
2014 OPERATING BUDGET
(and 2015 FINANCIAL PLAN)

ACCOUNT #	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 Y-T-D (at 10/31/13)	2013 ESTIMATE	2013 BUDGET	2014 DEPT. REQUEST	2014 PROPOSED BUDGET	2014 BUDGET CHANGE	2015 FINANCIAL PLAN
FINANCE DIR./AUDIT/TAX COLLECTION									
	<u>Personal Services/Wages-Fringe Benefits</u>	159,832	115,982	150,635	150,345	130,415	130,415	(19,930)	129,855
						Percent Budget Change		-13.26%	-0.43%
	<u>All Other Categories</u>	22,137	13,706	20,715	22,745	23,005	23,005	260	23,005
						Percent Budget Change		1.14%	0.00%
	<u>TOTAL FINANCE DIR./AUDIT/TAX COLLECT</u>	<u>181,969</u>	<u>129,688</u>	<u>171,350</u>	<u>173,090</u>	<u>153,420</u>	<u>153,420</u>	<u>(19,670)</u>	<u>152,860</u>
						Percent Budget Change		-11.36%	-0.37%
RISK MANAGEMENT									
	<u>Personal Services/Wages-Fringe Benefits</u>	830	0	850	850	870	870	20	890
						Percent Budget Change		0.00%	0.00%
	<u>All Other Categories</u>	56,248	67,153	59,970	61,680	66,580	66,580	4,900	72,980
						Percent Budget Change		7.94%	9.61%
	<u>TOTAL RISK MANAGEMENT</u>	<u>57,078</u>	<u>67,153</u>	<u>60,820</u>	<u>62,530</u>	<u>67,450</u>	<u>67,450</u>	<u>4,920</u>	<u>73,870</u>
						Percent Budget Change		7.87%	9.52%
COMBINED - GRAND TOTALS									
	<u>Personal Services/Wages-Fringe Benefits</u>	160,662	115,982	151,485	151,195	131,285	131,285	(19,910)	130,745
						Percent Budget Change		-13.17%	-0.41%
	<u>All Other Categories</u>	78,385	80,859	80,685	84,425	89,585	89,585	5,160	95,985
						Percent Budget Change		6.11%	7.14%
	<u>COMBINED - GRAND TOTALS</u>	<u>239,047</u>	<u>196,841</u>	<u>232,170</u>	<u>235,620</u>	<u>220,870</u>	<u>220,870</u>	<u>(14,750)</u>	<u>226,730</u>
						Percent Budget Change		-6.26%	2.65%

**VILLAGE OF WESTON
2014 OPERATING BUDGET REQUEST
AND 2015 FINANCIAL PLAN
SUPPLEMENTARY DETAIL SHEET
FOR STAFFING AND SALARIES**

Department/Office: Finance	Budget: Finance/Tax Collection
Program: General Government	Submitted by: John Jacobs

POSITION TITLE	STAFFING						SALARIES & WAGES			
	2013 Current		2014 Proposed Budget		2015 Financial Plan					
	Monthly Salary/ Hourly Rate	No.	Monthly Salary/ Hourly Rate	No.	Monthly Salary/ Hourly Rate	No.	Approved Budget for 2013	Current Estimate for 2013	Proposed Budget for 2014	Financial Plan for 2015
FULL TIME										
Finance Director/ Treasurer (/0%-Village, 15%-Water, 15%-Sewer)	\$7,503	1.00	\$7,503	1.00	\$7,503	1.00	\$90,390	\$90,390	\$90,390	\$90,390
Deputy Finance Director (/0%-Village, 15%-Water, 15%-Sewer)	4,597	1.00	4,597	1.00	4,597	1.00	55,380	55,380	55,380	55,380
Accounting Assistant (Shared with Utilities)	15.87/Hr.	0.60	15.87/Hr.	0.40	15.87/Hr.	0.40	31,155	20,120	13,205	13,205
Receptionist/ Office Specialist II (Shared with Clerk's Office)	15.47/Hr.	0.19	15.47/Hr.	0.16	15.47/Hr.	0.16	6,095	6,190	5,010	5,010
Clerk (for Dec. - Feb.) (Shared with Clerk's Office, Streets, & Parks)	19.70/Hr.	0.10	19.70/Hr.	0.09	19.70/Hr.	0.09	5,810	4,240	3,605	3,605
Vacation Payout-Retiree							0	0	0	0
Subtotal		2.89		2.65		2.65	188,830	176,320	167,590	167,590
OTHER COMPENSATION										
Overtime (2013: 0 estimated hrs.) (2014: 0 budget hrs.) (2015: 0 plan hrs.)							0	0	0	0
Longevity Pay							315	0	0	0
Subtotal before Wage Distribution to Utility & TIF Funds		2.89		2.65		2.65	189,145	176,320	167,590	167,590
Less:										
Wages to Water & Sewer Utility Funds		-0.56		-0.60		-0.60	-40,815	-40,815	-43,730	-43,730
Wages to TIF Funds		-0.15		-0.20		-0.20	-11,225	-11,225	-14,580	-14,580
TOTAL	XXX	2.18	XXX	1.85	XXX	1.85	\$137,105	\$124,280	\$109,280	\$109,280

**VILLAGE OF WESTON
2014 OPERATING BUDGET
(and 2015 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 Y-T-D (at 10/31/13)	2013 ESTIMATE	2013 BUDGET	2014 DEPT. REQUEST	2014 PROPOSED BUDGET	2014 BUDGET CHANGE	2015 FINANCIAL PLAN
FINANCE									
FINANCE DIRECTOR (51520)									
110	Salaries	86,293	76,052	93,730	93,730	87,460	87,460		87,460
120	Hourly Wages	29,835	16,376	20,200	34,845	14,190	14,190		14,190
122	Overtime Wages	12	0	0	0	0	0		0
132	Vacation Payout	1,462	0	0	0	0	0		0
133	Longevity Pay	576	0	0	315	0	0		0
139	Bonus/Incentive pay	2,000	0	0	0	0	0		0
151	Social Security	8,855	6,940	8,716	9,860	7,776	7,776		7,776
152	Wisconsin Retirement	7,036	5,755	7,576	8,570	6,191	6,191		6,191
154	Health/Dental Insurance	16,375	3,778	8,355	15,840	6,296	6,296		5,702
155	Life Insurance	356	185	230	325	151	151		151
156	Worker's Comp. Ins.	336	0	300	340	333	333		347
164	Employee Health Tests	40	0	50	90	50	50		50
167	Post Employment Health/Disability	1,108	684	983	1,215	553	553		553
198	Less: Transfer back to Contingency	0	0	0	(22,000)	0	0		0
(Move portion of 2013 budget savings back to Contingency, due to the resignation of one full-time employee during 2013.)									
199	Less: Recycling Wages/Fringes	(3,272)	0	(3,720)	(3,720)	(3,720)	(3,720)		(3,720)
	Personal Services	151,012	109,770	136,420	139,410	119,280	119,280	(20,130)	118,700
225	Telephone	60	35	60	70	70	70		70
242	Repairs/Maint. - Office Equipment	0	0	0	0	0	0		0
	Contractual Services	60	35	60	70	70	70	0	70
310	Office Supplies	461	774	850	800	1,100	1,100		1,100
311	Postage	64	67	100	90	120	120		120
312	Outside Printing	393	473	500	500	500	500		500
314	Small Equipment	0	99	100	100	100	100		100
317	Bank Service Charges	168	64	100	200	100	100		100
322	Subscriptions-Newspapers/Periodica	118	0	0	0	0	0		0
323	Books & Periodicals	0	0	0	200	100	100		100
324	Membership Dues	380	410	410	420	450	450		450
325	Conferences/Regis. Fees	910	985	1,110	1,200	1,400	1,400		1,400
334	Commercial Travel Expenses	487	480	480	800	600	600		600
335	Meeting Expenses	0	10	10	0	0	0		0
336	Lodging	1,354	580	1,200	2,200	1,800	1,800		1,800
351	Repair/Maint Supplies - Gasoline	0	0	100	0	300	300		300
398	Cash Over or Short	0	0	0	0	0	0		0
	Supplies & Materials	4,335	3,942	4,960	6,510	6,570	6,570	60	6,570
	FINANCE DIRECTOR	155,407	113,747	141,440	145,990	125,920	125,920	(20,070)	125,340
- Includes 2013 Budget Adjustment									
FINANCIAL AUDIT / BUDGET EXPS. (51521)									
213	Auditing Fees-Regular Audit	8,400	8,400	8,400	8,400	8,700	8,700		8,700
213	Auditing Fees-Single Audit	2,800	0	0	0	0	0		0
290	Purchased Services	435	435	435	450	450	450		450
	Contractual Services	11,635	8,835	8,835	8,850	9,150	9,150	300	9,150
310	Office Supplies	25	0	45	50	50	50		50
311	Postage	0	0	40	40	40	40		40
312	Outside Printing	618	0	150	150	150	150		150
314	Small Equipment	0	0	0	0	0	0		0
321	Publication Notices	737	0	1,000	1,000	1,000	1,000		1,000
324	Membership Dues - GASB	0	0	0	0	0	0		0
	Supplies & Materials	1,380	0	1,235	1,240	1,240	1,240	0	1,240
	FIN. AUDIT / BUDGET EXPS.	13,015	8,835	10,070	10,090	10,390	10,390	300	10,390

**VILLAGE OF WESTON
2014 OPERATING BUDGET
(and 2015 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 Y-T-D (at 10/31/13)	2013 ESTIMATE	2013 BUDGET	2014 DEPT. REQUEST	2014 PROPOSED BUDGET	2014 BUDGET CHANGE	2015 FINANCIAL PLAN
TAX COLLECTION (51522)									
120	Hourly Wages	5,974	3,976	10,350	8,215	7,630	7,630		7,630
122	Overtime Wages	0	36	0	0	0	0		0
125	Temporary Wages	335	735	0	0	0	0		0
151	Social Security	456	347	792	630	584	584		584
152	Wisconsin Retirement	317	275	688	545	534	534		534
154	Health/Dental Insurance	1,522	768	2,192	1,385	2,301	2,301		2,318
155	Life Insurance	11	7	13	15	13	13		15
156	Worker's Comp. Ins.	120	0	29	25	25	25		26
167	Post Employment Health/Disability	85	68	151	120	48	48		48
	Personal Services	8,820	6,212	14,215	10,935	11,135	11,135	200	11,155
290	Purchased Services	0	0	0	0	0	0		0
	Contractual Services	0	0	0	0	0	0	0	0
310	Office Supplies	90	0	125	250	175	175		175
311	Postage	3,472	894	3,700	3,700	4,000	4,000		4,000
312	Outside Printing	1,066	0	1,800	2,000	1,800	1,800		1,800
314	Small Equipment	0	0	0	0	0	0		0
322	Other Supplies - all other	0	0	0	0	0	0		0
332	Employee Auto Reimbursement	0	0	0	0	0	0		0
391	Other Supplies	74	0	0	125	0	0		0
398	Cash Over & Short	25	0	0	0	0	0		0
	Supplies & Materials	4,727	894	5,625	6,075	5,975	5,975	(100)	5,975
	TAX COLLECTION	13,547	7,106	19,840	17,010	17,110	17,110	100	17,130
<hr/>									
RISK MANAGEMENT / INSURANCE (51540)									
156	Worker's Comp. Ins./Terrorism Risk	830	0	850	850	870	870		890
	Personal Services	830	0	850	850	870	870	20	890
511	Insurance-Buildings	9,101	19,279	13,000	11,500	16,500	16,500		20,500
512	Insurance-Vehicles/Equipment	16,662	17,411	16,500	17,200	17,500	17,500		18,500
513	Insurance-Public Liability	25,677	26,448	26,450	27,750	27,800	27,800		29,200
515	Insurance-Boiler	3,222	2,568	2,570	3,400	3,000	3,000		3,000
519	Insurance-All Other	81	81	80	80	80	80		80
521	Officials Bonds	1,505	1,366	1,370	1,550	1,500	1,500		1,500
522	Employee Bonds	0	0	0	200	200	200		200
	Insurance	56,248	67,153	59,970	61,680	66,580	66,580	4,900	72,980
	RISK MANAGEMENT / INSUR.	57,078	67,153	60,820	62,530	67,450	67,450	4,920	73,870
<hr/>									
FINANCE		239,047	196,841	232,170	235,620	220,870	220,870	(14,750)	226,730
						Percent Budget Change		-6.26%	2.65%

GENERAL GOVERNMENT MUNICIPAL COURT

Goal/Responsibility:

Municipal Court is a joint effort between the City of Schofield, the Village of Weston, and the Town of Weston. It provides judgment in cases involving violations of City, Village, and Town ordinances. The judge residing is elected and appoints the court clerk. The office collects all fines for the municipalities, and then distributes the monies accordingly.

Budget Summary

	2012	2013	2014	2015
	ACTUAL	ESTIMATE	PROPOSED BUDGET	FINANCIAL PLAN
Municipal Court				
Personal Services	\$75,336	\$88,340	\$69,780	\$ 69,385
Contractual Services	3,482	5,385	3,190	3,245
Supplies & Materials	5,080	745	3,700	3,700
Capital Outlay	0	0	0	0
Totals	\$83,898	\$94,470	\$76,670	\$ 76,330

	2012	2013	2014	2015
	Positions (FTE)	Positions (FTE)	Positions (FTE)	Positions (FTE)
Municipal Court	2.00	2.00	2.00	2.00

**VILLAGE OF WESTON
2014 OPERATING BUDGET
(and 2015 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 Y-T-D (at 10/31/13)	2013 ESTIMATE	2013 BUDGET	2014 DEPT. REQUEST	2014 PROPOSED BUDGET	2014 BUDGET CHANGE	2015 FINANCIAL PLAN
MUNICIPAL COURT									
	<u>Personal Services/Wages-Fringe Benefits</u> (Less Training)	74,346	51,995	87,715	71,405	68,855	68,855	(2,550)	68,460
						Percent Budget Change		-3.57%	-0.57%
	<u>All Other Categories + Training</u>	9,552	3,305	6,755	7,955	7,815	7,815	(140)	7,870
						Percent Budget Change		-1.76%	0.70%
	<u>TOTAL MUNICIPAL COURT</u>	<u>83,898</u>	<u>55,300</u>	<u>94,470</u>	<u>79,360</u>	<u>76,670</u>	<u>76,670</u>	<u>(2,690)</u>	<u>76,330</u>
						Percent Budget Change		-3.39%	-0.44%
VILLAGE ATTORNEY/VILLAGE ASSESSOR									
	<u>All Other Categories + Training</u>	96,350	57,801	80,370	79,920	61,060	61,060	(18,860)	61,020
						Percent Budget Change		-23.60%	-0.07%
COMBINED - GRAND TOTALS		<u>96,350</u>	<u>57,801</u>	<u>80,370</u>	<u>79,920</u>	<u>61,060</u>	<u>61,060</u>	<u>(18,860)</u>	<u>61,020</u>
						Percent Budget Change		-23.60%	-0.07%
COMBINED - GRAND TOTALS									
	<u>Personal Services/Wages-Fringe Benefits</u> (Less Training)	74,346	51,995	87,715	71,405	68,855	68,855	(2,550)	68,460
						Percent Budget Change		-3.57%	-0.57%
	<u>All Other Categories + Training</u>	105,902	61,106	87,125	87,875	68,875	68,875	(19,000)	68,890
						Percent Budget Change		-21.62%	0.02%
	<u>COMBINED - GRAND TOTALS</u>	<u>180,248</u>	<u>113,101</u>	<u>174,840</u>	<u>159,280</u>	<u>137,730</u>	<u>137,730</u>	<u>(21,550)</u>	<u>137,350</u>
						Percent Budget Change		-13.53%	-0.28%

VILLAGE OF WESTON
2014 OPERATING BUDGET REQUEST
AND 2015 FINANCIAL PLAN
SUPPLEMENTARY DETAIL SHEET
FOR STAFFING AND SALARIES

Department/Office: Municipal Court	Budget: Municipal Court
Program: General Government	Submitted by: Judge Kristine Weirauch

POSITION TITLE	STAFFING						SALARIES & WAGES			
	2013 Current		2014 Prop. Budget		2015 Financial Plan					
	Monthly Salary/ Hourly Rate	No.	Monthly Salary/ Hourly Rate	No.	Monthly Salary/ Hourly Rate	No.	Approved Budget for 2013	Current Estimate for 2013	Proposed Budget for 2014	Financial Plan for 2015
<u>PART TIME</u>										
Municipal Court Judge	\$917	1	\$917	1	\$917	1	\$11,000	\$11,000	\$11,000	\$11,000
Substitute Court Judge	--	-	--	-	--	-	300	300	300	300
<u>FULL TIME</u>										
Court Clerk	17.00 - 19.00/Hr.	1	17.54/Hr.	1	17.54/Hr.	1	39,670	40,110	36,625	36,625
		2		2		2	50,970	51,410	47,925	47,925
<u>OTHER COMPENSATION</u>										
Overtime Pay - Clerk (2013: 0 estimate hours) (2014: 0 budgeted hours) (2015: 0 plan hours)							0	0	0	0
Longevity Pay - Clerk							575	480	0	0
Retirement Payout - Clerk (Vacation/Sick Time)							0	19,760	0	0
TOTAL	XXX	2	XXX	2	XXX	2	\$51,545	\$71,650	\$47,925	\$47,925

**VILLAGE OF WESTON
2014 OPERATING BUDGET
(and 2015 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 Y-T-D (at 10/31/13)	2013 ESTIMATE	2013 BUDGET	2014 DEPT. REQUEST	2014 PROPOSED BUDGET	2014 BUDGET CHANGE	2015 FINANCIAL PLAN
MUNICIPAL COURT									
SCHOFIELD / WESTON MUNICIPAL COURT (51210)									
110	Salaries (Judge)	11,241	9,168	11,000	11,000	11,000	11,000		11,000
110	Salaries (Substitute Judge)	0	53	300	300	300	300		300
120	Hourly Wages (Court Clerk)	39,672	32,528	40,110	39,670	36,625	36,625		36,625
122	Overtime Wages	0	0	0	0	0	0		0
131	Sick Time Payout	0	0	13,680	0	0	0		0
132	Vacation Payout	0	0	6,080	0	0	0		0
133	Longevity Pay (Court Clerk)	547	0	480	575	0	0		0
151	Social Security	3,725	3,141	5,482	3,940	3,664	3,664		3,663
152	Wisconsin Retirement	2,375	2,174	2,669	2,675	2,564	2,564		2,564
154	Health/Dental Insurance	16,042	4,424	7,082	12,460	14,200	14,200		13,800
155	Life Insurance	81	66	81	130	116	116		116
156	Worker's Comp. Ins.	143	0	189	135	157	157		163
157	Education/Training (Judge)	625	625	625	625	625	625		625
157	Education/Training (Clerk)	365	0	0	300	300	300		300
164	Employee Health Tests	0	0	0	0	0	0		0
167	Post Employee Health/Disability	520	441	562	520	229	229		229
	Personal Services	75,336	52,620	88,340	72,330	69,780	69,780	(2,550)	69,385
225	Telephone	1,418	1,239	1,500	1,500	1,500	1,500		1,500
247	Building Repairs	187	0	0	0	0	0		0
249	Sundry Repairs	0	0	100	100	100	100		100
280	Copier Lease/Maint.	845	134	220	460	220	220		220
284	Internet/Email Services	34	0	40	40	40	40		45
287	Computer Maint. Services	700	750	750	750	750	750		800
290	Outside Services	218	49	2,700	500	500	500		500
	Contracted Services	3,402	2,172	5,310	3,350	3,110	3,110	(240)	3,165
310	Office Supplies	429	121	200	600	600	600		600
311	Postage & Box Rental	916	0	0	1,000	1,000	1,000		1,000
312	Outside Printing	502	0	75	700	700	700		700
314	Small Equipment	2,302	0	0	0	0	0		0
321	Publication Fees-Legal Notices	0	0	0	0	0	0		0
323	Subscriptions-Tax/Law/Other	56	73	100	100	100	100		100
324	Membership Dues	140	140	140	200	200	200		200
325	Conferences/Regis. Fees	20	0	0	20	20	20		20
332	Employee Auto Allowance Exp.	218	36	50	300	300	300		300
334	Commercial Travel Expenses	113	33	50	180	180	180		180
335	Meeting Expenses	0	0	0	100	100	100		100
336	Lodging	280	0	0	300	300	300		300
355	Repair/Maint - Plumbing/Elect	104	0	100	100	100	100		100
386	Computer Software Packages	0	0	0	0	0	0		0
390	Other Supplies	0	30	30	0	100	100		100
	Supplies & Materials	5,080	433	745	3,600	3,700	3,700	100	3,700
521	Insurance-Officials Bonds	80	75	75	80	80	80		80
	Fixed Costs	80	75	75	80	80	80	0	80
Grand Total (All Municipalities)		83,898	55,300	94,470	79,360	76,670	76,670	(2,690)	76,330
								Percent Budget Change	-3.39%
									-0.44%

MUNICIPAL COURT - Allocation between Communities

	2012 ACTUAL	2013 Y-T-D (at 10/31/13)	2013 ESTIMATE	2013 BUDGET	2014 DEPT. REQUEST	2014 PROPOSED BUDGET	2014 BUDGET CHANGE	2015 FINANCIAL PLAN
City of Schofield - Allocated %	25.98%	24.51%	24.51%	24.51%	21.50%	21.50%		21.50%
City of Schofield - AMOUNT	\$21,797	\$13,554	\$23,155	\$19,451	\$16,484	\$16,484	(\$2,967)	\$16,411
Town of Weston - Allocated %	3.79%	2.46%	2.46%	2.46%	2.09%	2.09%		2.09%
Town of Weston - AMOUNT	\$3,180	\$1,360	\$2,324	\$1,952	\$1,602	\$1,602	(\$350)	\$1,595
Village of Weston - Allocated %	70.23%	73.03%	73.03%	73.03%	76.41%	76.41%		76.41%
Village of Weston - AMOUNT	\$58,921	\$40,386	\$68,991	\$57,957	\$58,584	\$58,584	\$627	\$58,324

**Schofield/Weston Municipal Court
1995-2012 Municipal Court Citations**

	<u>City of Schofield</u>	<u>% share</u>	<u>Village of Weston</u>	<u>% share</u>	<u>Town of Weston</u>	<u>% share</u>	<u>GRAND TOTAL</u>
<u>Municipal Court Citations:</u>							
1995	614	39.64%	-	-	935	60.36%	1,549
1996	716	39.62%	1,058	58.55% est. dist.	33	1.83%	1,807
1997	742	36.34%	1,261	61.75%	39	1.91%	2,042
1998	484	33.15%	927	63.49%	49	3.36%	1,460
1999	466	27.14%	1,176	68.49%	75	4.37%	1,717
2000	623	33.01%	1,215	64.39%	49	2.60%	1,887
2001	506	30.67%	1,075	65.15%	69	4.18%	1,650
2002	701	28.29%	1,711	69.05%	66	2.66%	2,478
2003	712	29.47%	1,641	67.92%	63	2.61%	2,416
2004	886	33.37%	1,669	62.86%	100	3.77%	2,655
2005	485	21.00%	1,745	75.54%	80	3.46%	2,310
2006	648	22.95%	2,099	74.33%	77	2.72%	2,824
2007	554	23.35%	1,745	73.54%	74	3.11%	2,373
2008	454	24.96%	1,308	71.91%	57	3.13%	1,819
2009	448	26.14%	1,209	70.54%	57	3.32%	1,714
2010	425	25.98%	1,149	70.23%	62	3.79%	1,636
2011	539	24.51%	1,606	73.03%	54	2.46%	2,199
2012	544	21.50%	1,933	76.41%	53	2.09%	2,530

**VILLAGE OF WESTON
2014 OPERATING BUDGET
(and 2015 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2012	2013	2013	2013	2014	2014	2014	2015
		ACTUAL	Y-T-D (at 10/31/13)	ESTIMATE	BUDGET	DEPT. REQUEST	PROPOSED BUDGET	BUDGET CHANGE	FINANCIAL PLAN
VILLAGE ATTORNEY									
OPERATIONS (51300)									
212-000	Legal Fees - Miscellaneous	38,507	12,963	35,000	35,000	30,000	30,000		30,000
212-901	Legal Fees - Rothschild lawsuit	(1,312)	0	0	0	0	0		0
212-902	Legal Fees - Bus lawsuit	4,845	0	0	0	0	0		0
219	Ordinance Maintenance	0	0	0	0	0	0		0
290	Purchased Services	7,240	668	700	0	0	0		0
	Contractual Services	49,280	13,631	35,700	35,000	30,000	30,000	(5,000)	30,000
324	Membership Dues	312	0	315	320	320	320		320
	Supplies & Materials	312	0	315	320	320	320	0	320
VILLAGE ATTORNEY		49,592	13,631	36,015	35,320	30,320	30,320	(5,000)	30,320
Percent Budget Change								-14.16%	0.00%

- Includes 2013 Budget Adjustment

VILLAGE ASSESSOR

OPERATIONS (51530)									
218	Assessor Contract	51,303	51,407	51,410	51,295	35,000	35,000		35,000
218	Less: Charged to TIF Districts	(11,184)	(11,249)	(11,250)	(11,445)	(8,570)	(8,570)		(8,790)
225	Telephone	4	2	10	20	20	20		20
279	State Inspection Fee	3,538	3,471	3,470	3,650	3,300	3,300		3,400
286	Software License Fees	600	280	280	600	400	400		400
287	Computer Maint. Services	0	175	175	130	240	240		270
	Contractual Services	44,261	44,086	44,095	44,250	30,390	30,390	(13,860)	30,300
310	Office Supplies	0	0	0	0	0	0		0
311	Postage	417	84	260	350	350	350		400
312	Outside Printing	0	0	0	0	0	0		0
314	Small Equipment	0	0	0	0	0	0		0
386	Computer Software Packages	2,080	0	0	0	0	0		0
	Supplies & Materials	2,497	84	260	350	350	350	0	400
809	Computer Hardware	0	0	0	0	0	0		0
	Capital Outlay	0	0	0	0	0	0	0	0
VILLAGE ASSESSOR		46,758	44,170	44,355	44,600	30,740	30,740	(13,860)	30,700
Percent Budget Change								-31.08%	-0.13%

**VILLAGE OF WESTON
2014 OPERATING BUDGET
(and 2015 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 Y-T-D (at 10/31/13)	2013 ESTIMATE	2013 BUDGET	2014 DEPT. REQUEST	2014 PROPOSED BUDGET	2014 BUDGET CHANGE	2015 FINANCIAL PLAN
CENTRAL SERVICES									
DATA PROCESSING /									
CENTRAL SERVICES (51450)									
157	Education/Training	70	0	0	100	1,100	1,100		1,100
	Personal Services	70	0	0	100	1,100	1,100	1,000	1,100
214	Data Center Fees	12,400	12,400	12,400	12,800	12,800	12,800		13,200
219	Other Professional Services	0	0	0	0	0	0		0
225	Telephone	584	566	700	670	355	355		355
242	Other Machinery Repairs	0	0	0	0	0	0		0
249	Sundry Repairs	14	0	0	150	300	300		300
280	Copier Maint. Contract	6,061	2,441	3,250	3,300	3,600	3,600		3,600
281	Postage Meter Lease Contract	1,025	769	1,025	1,100	1,100	1,100		1,100
284	Internet/E-Mail Services	2,218	2,075	2,220	2,700	2,270	2,270		2,350
285	Fiber Optic Fees	0	0	0	0	0	0		0
286	Software License Fees-ADP/Payroll	0	0	5,450	0	9,000	9,000		9,000
286	Software License Fees-NeoGov/Personnel	0	0	12,925	0	12,925	12,925		12,925
286	Software License Fees-All Other	13,577	14,437	14,500	15,200	28,000	28,000		30,000
287	Computer Maintenance Services	0	0	0	0	0	0		0
289	Web Page Services	0	0	0	0	4,550	4,550		4,550
290	Purchased Services-All Other	1,949	9,667	11,500	1,500	1,000	1,000		1,000
290	Purchased Services-Server/IT Support	0	4,000	7,000	0	2,400	2,400		2,400
290	Purchased Services-Website Redesign	0	21,956	21,960	22,000	0	0		0
299	Plus: Transfer from Contingency	0	0	0	53,000	0	0		0
(Move amount from 2013 Contingency budget for additional contracted services and computer equipment purchased during 2013.)									
	Contractual Services	37,828	68,311	92,930	112,420	78,300	78,300	(34,120)	80,780
310	Office Supplies	5,704	4,129	5,400	5,400	5,400	5,400		5,400
311	Postage	2,045	2,757	3,000	3,200	3,200	3,200		3,200
312	Outside Printing	2,071	789	2,000	2,300	2,000	2,000		2,000
314	Small Equipment	1,016	1,496	1,500	1,000	1,000	1,000		1,000
322	Books and Periodicals	193	45	200	500	300	300		300
326	Advertising	422	356	430	500	500	500		500
327	Public Relation Expenses	0	0	0	0	0	0		0
335	Meeting Expenses	0	0	0	0	0	0		0
386	Other Supplies - Comp Software	0	105	105	0	0	0		0
390	All Other Supplies	131	57	100	300	300	300		300
	Supplies & Materials	11,582	9,734	12,735	13,200	12,700	12,700	(500)	12,700
808	Computer Software-Misc. Upgrades	2,048	592	595	1,000	1,000	1,000		1,000
808	Computer Software-Civic Accounting Upgrade to Clarity = \$12,000 (Village = \$6,000; Utilities = \$6,000)	0	0	6,000	6,000	0	0		0
809	Computer Hardware-PC Upgrades	4,934	24,087	24,710	4,000	10,000	10,000		10,000
809	Computer Hardware-All Other (Server/Network Upgrade in 2013)	0	23,290	23,290	23,500	0	0		0
812	Office Furniture/Furnishings	0	0	0	0	0	0		0
813	Office Equipment-Copier/Printer	0	11,040	11,040	12,000	0	0		0
	Capital Outlay	6,982	59,009	65,635	46,500	11,000	11,000	(35,500)	11,000
CENTRAL SERVICES		56,462	137,054	171,300	172,220	103,100	103,100	(69,120)	105,580
								Percent Budget Change	-40.13%
									2.41%

- Includes 2013 Budget Adjustment

**VILLAGE OF WESTON
2014 OPERATING BUDGET
(and 2015 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 Y-T-D (at 10/31/13)	2013 ESTIMATE	2013 BUDGET	2014 DEPT. REQUEST	2014 PROPOSED BUDGET	2014 BUDGET CHANGE	2015 FINANCIAL PLAN
MUNICIPAL BUILDING									
OPERATIONS (51600)									
216	Janitorial Services	9,150	6,000	8,400	8,400	8,400	8,400		8,400
221	Water/Sewer/Stormwater	3,915	2,630	4,000	4,200	4,400	4,400		4,400
222	Electricity	14,926	12,687	15,500	16,500	16,500	16,500		17,500
224	Natural Gas	6,603	5,877	8,000	10,000	10,000	10,000		10,500
225	Telephone	5,917	4,461	5,950	3,200	3,750	3,750		3,000
247	Repairs/Maint. - Building	1,424	189	1,000	2,000	2,000	2,000		2,000
249	Repairs/Maint. - Sundry Repairs	42	33	500	1,000	1,000	1,000		1,000
290	Purchased Services	4,094	3,360	4,100	5,000	5,000	5,000		5,000
297	Refuse Collection Services	683	945	1,260	700	1,300	1,300		1,350
	Contractual Services	46,754	36,182	48,710	51,000	52,350	52,350	1,350	53,150
314	Small Equipment	107	0	500	500	500	500		500
344	Janitorial Supplies	2,026	1,989	2,500	2,500	2,500	2,500		2,700
349	Operating Supplies	0	0	0	0	0	0		0
355	Maint Supplies - Plumbing/Elec	761	751	900	700	1,000	1,000		1,000
365	Other Supplies - Landscaping	0	0	0	0	0	0		0
390	Other Supplies & Expenses	833	1,767	2,000	1,500	1,500	1,500		1,500
397	Less: Administrator Adjustment	0	0	0	0	0	0		0
	Supplies & Materials	3,727	4,507	5,900	5,200	5,500	5,500	300	5,700
812	Furniture/Furnishings	0	11,196	11,200	0	0	0		0
813	Office Equip.-Replace Phone System	0	0	21,800	33,000	0	0		0
819	Capital Equipment - All Other	318	0	0	0	0	0		0
822	Bldg. Improvement - Roof Repairs	0	0	0	0	0	0		0
832	Cap. Improv. - Utility Relocations	12,519	950	950	0	0	0		0
	Capital Outlay	12,837	12,146	33,950	33,000	0	0	(33,000)	0
MUNICIPAL BUILDING		63,318	52,835	88,560	89,200	57,850	57,850	(31,350)	58,850
								Percent Budget Change	-35.15%
ILLEGAL TAXES / TAX REFUNDS									
TAX REFUNDS (51910)									
399	Miscellaneous Expenses	2,536	2,326	2,330	2,500	2,500	2,500		2,500
741	Loss-Bad Debt Expenses	0	0	0	0	0	0		0
	Supplies & Materials	2,536	2,326	2,330	2,500	2,500	2,500	0	2,500
ILLEGAL TAXES / TAX REFUNDS		2,536	2,326	2,330	2,500	2,500	2,500	0	2,500
								Percent Budget Change	0.00%